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INTRODUCTION

Electronic Address Sequencing Service (EAS) allows for electronic processing of address files for sequencing and/or qualification for Computerized Delivery Sequence (CDS). Electronic Address Sequencing is a service provided to mailers who have address lists containing at least 90 percent – but not greater than 110 percent – of the total POSSIBLE DELIVERIES in a 5-digit ZIP Code[®]. Customers submit their address files to the National Customer Support Center (NCSC) located in Memphis TN for electronic processing.

All postal address products provide mailing address information and are not intended to provide physical location addresses. While the majority of the addresses found in the USPS database are physical locations, not all physical locations will be found in the USPS database.

This guide familiarizes potential customers with Address Sequence Services (DMM A920) and includes:

- Qualification procedures
- File format requirements
- Transmission procedures
- File fee calculations and payment methods

For more information on Address Management products, services and technical support, call or send correspondence to:

ELECTRONIC ADDRESS SEQUENCE SERVICE (EAS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

800-238-3150

DEFINITIONS

Active Deliveries – Active deliveries do not include Vacants and PO Box Throwbacks.

Address Management System (AMS) – This system administers the master database that serves as the USPS's official record for the national 5-digit ZIP[®], ZIP + 4[®] and carrier route codes, and city/state information. AMS's primary purpose is to provide the delivery and distribution information necessary to support addressing, preparation and processing of mail and provide a variety of customer products.

Carrier Possible Deliveries (PDs) –

- Delivery points which currently receive or have received delivery
- Delivery points on city routes to which carriers do not deliver because of alternate delivery PO Box or caller service (city routes only)
- Delivery points on city routes vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal (city routes only)
- Delivery points delivered seasonally and are uniquely identified in the base file.

CASS Certified™ (Coding Accuracy Support System) Software – improves the accuracy of delivery point codes, ZIP + 4 codes, 5-digit ZIP Codes and carrier route codes on mailpieces. CASS™ provides a common platform to measure the quality of address matching software. For additional information on CASS, see DMM A950.

Computerized Delivery Sequence (CDS) – A USPS[®] (United States Postal Service[®]) 5-digit ZIP Code based product designed to provide delivery sequence information by carrier delivery route for qualified customers through a computerized medium.

Domestic Mail Manual (DMM) – The DMM contains regulations for domestic mail services and is revised and published periodically.

Five-digit ZIP Code – A numeric code that identifies areas within the United States and its territories and possessions, used to simplify USPS mail distribution. The five digits of the ZIP[®] (Zone Improvement Plan) Code identify the individual post office delivery station associated with the address. This area is also called a "zone."

Post Office Box Possible Deliveries – Box numbers within a box section that currently receive or have previously received delivery.

No Stats – An indicator flag at the delivery point level that can be set in AMS to indicate no delivery and that the address is not to be counted as a possible delivery. Addresses where delivery has not been established are coded as No Stats.

Throwback – An address for a customer who rents a PO Box or a Caller Box and does not have mail delivered to the street address.

Vacants – Addresses that do not receive delivery and are vacant for 90 days or more are coded with the Vacant indicator. This indicator is removed when delivery resumes.

DMM A920 – ADDRESS SEQUENCING SERVICE

Summary: A920 describes address card sequencing services, including the procedures for preparation and submission of address cards and the fees associated with each of these services.

1.0 SERVICE LEVELS

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and post office box sections:

- a. Sequencing of address cards or electronic address files. *(A920.2.0 Service: Electronic files will be received, processed, sequenced, and returned on the same media received. All nonexistent addresses are removed and returned at the rate of \$.30 each.)*
- b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the address missing from the electronic files. *(A920.3.0 Service: Electronic files will be received, processed, sequenced, and returned on the same media received. All nonexistent addresses are removed and returned at the rate of \$.30 each. Delivery sequence numbers representing missing addresses will also be provided.)*
- c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses. *(A920.4.0 Service: Electronic files will be received and validated for the required percentage of the possible deliveries using the most current USPS Delivery Statistics Product. If validated to have the required percentage, the files will be processed. Nonexistent addresses and addresses added (if qualified) will be billed at the rate of \$.30 each. If CDS qualification is requested, the customer and qualified ZIP Code will be added to the CDS database and fulfilled on the next scheduled product fulfillment. If CDS qualification is not requested, the nonexistent and the added addresses will be returned.)*

For the complete DMM A920 regulations see the current USPS Domestic Mail Manual.

CDS Qualification Requirements

To qualify for CDS, customer address lists must comply with the following applicable requirements for each 5-digit ZIP Code that the customer wishes to receive delivery sequence information:

1. City Carrier Residence-Only Grouping – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.
2. City Carrier Business-Only Grouping – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. City Carrier Combination Residence and Business Grouping – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible city carrier deliveries within the 5-digit ZIP Code area.
4. Post Office Box Grouping – If the addresses (residential and business) are in a post office box grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible post office box deliveries within the 5-digit ZIP Code area.
5. Rural Route and Highway Contract Route Grouping – If the addresses (residential and business) are in a rural route or highway contract route grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible Rural and Highway Contract deliveries within the 5-digit ZIP Code area.
6. Combined Delivery-Type Grouping – If the addresses are in a grouping that combines more than one of the individual address groupings described in 1-5 above, the list must contain 90

percent (but not to exceed 110 percent) of all possible deliveries within each individual address grouping included in the list.

Post Office Box Qualification

PO Box qualification will be processed using the a) ALL POSSIBLE INCLUDING NO STATS process first, followed by b) ALL POSSIBLE NOT INCLUDING NO STAT process.

- a) ALL POSSIBLE INCLUDING NO STATS – When submitting more than 110% of all possible PO Box deliveries (including No Stats), customers must match the PO Box numbers exactly (a one for one match with no additional or omitted PO Box numbers). Failure to make a 100% exact match disqualifies the ZIP Code for CDS qualification and no file will be returned.
- b) ALL POSSIBLE NOT INCLUDING NO STAT – When submitting between 90% and 110% of the possible deliveries for PO Boxes, customers must maintain a 90% or better match rate to qualify for CDS.

If the submitted ZIP Code meets the 100% exact match rule (item “a” above), the ZIP Code will be qualified for CDS. ZIP Codes submitted that do not match the 100% exact match rule will be re-processed under the ALL POSSIBLE NOT INCLUDING NO STAT (item “b” above) scenario.

Customers requesting the service level of A920.4.0 will be allowed three attempts to qualify a ZIP Code for CDS service within a 12-month period. Failure to qualify within three attempts during the 12 month period will result in a suspension of one year for any additional attempts to qualify the ZIP Code(s) that failed. (DMM A920.2.2)

The CDS Users Guide is available online at www.ribbs.usps.gov/files/cds/

FILE PREPARATION

- Submit your address list in the required format. Electronic Address Sequencing is an automated system which requires files to be submitted in the correct format. Files not in the required format will be returned unprocessed. Postal policy does not allow us to manipulate customer data. Manipulation of data includes formatting, adding information, deleting information, reformatting a file layout, etc.
- If multiple files are submitted on a set of media, each file name must be unique. The program will not recognize duplicate file names. Multiple ZIP Codes can be included in one file.
- It is important that mailers process their address file through USPS CASS Certified address-matching software containing delivery point validation while retaining the standardized address, prior to submitting for EAS processing. The quality of the addresses submitted to EAS will directly affect whether a list meets qualification requirements and could result in lower match rates and higher processing costs.
- Files may be submitted on diskette, CD-ROM, e-mail or HTTPS. Emailed files should contain no more than 13,000 records (approximately 1.44 mb) and must be Zipped and sent as an attachment. Larger files should be sent on disk or CD by mail or transmitted via the internet. When submitting electronically, the completed Delivery Unit Summary (DUS) can be faxed to our EAS Department at 901-821-6252. Mailing, email and web address information can be found on the DUS. Electronic files will be processed and returned within 15 business days of receipt of a properly prepared request.

IMPORTANT: Make a copy of your file prior to submitting for processing. The NCSC does not maintain copies of files submitted for EAS processing.

SUBMITTING FILES

- Prepare and submit a Delivery Unit Summary (DUS) form. It can be found in the CDS Users Guide, the EAS Users Guide or at: <http://ribbs.usps.gov/files/CDS/CDS002.PDF>. Customer generated DUS's must include all of the information found on the current DUS.
- When submitting multiple ZIP Codes, you may fill in the ZIP Code box with "various" and attach a spreadsheet listing the ZIP Codes being submitted. Individual Delivery Unit Summaries for each ZIP Code are not required. (Customers submitting address cards for manual processing at the Delivery Unit must complete individual Delivery Unit Summaries for each ZIP Code and enter the specific route information required on the form.)
- Counts for ZIP Codes should be provided by address group by ZIP Code, i.e., ZIP Code 12345 – PO Box 454, City Residential 1783. Counts by individual Carrier Route are not necessary for Electronic Address Sequence Service.
- Indicate the address groups (City Residential, City Business, City Residential/Business, Rural or PO Box or All) that you wish to qualify for.

Electronic Transmission

Files can be uploaded to the USPS RIBBS website (<https://ribbs.usps.gov/files/eas/customers/uploads>) for processing. There is no limit to the size of a file that can be uploaded to RIBBS. Make sure to use a unique file name and write that file name on your Delivery Unit Summary. Contact the EAS Department at the NCSC for additional information about transmitting files electronically.

Cartridge, Disk, CD-Rom or DVD

Files may be submitted on Cartridge, Disk, CD-Rom or DVD. Media, along with the Delivery Unit Summary, should be mailed to the National Customer Support Center, EAS Department, United States Postal Service, 6060 Primacy Pkwy Ste 201, Memphis TN 38188-0001.

PROCESSING

Electronic Address Sequencing files will be processed within 15 business days of receipt and are processed in the order received by the EAS Department at the National Customer Support Center in Memphis TN. Upon completion of processing, customers will receive an EAS Detailed Statement, a Not Found File (if applicable) and an invoice for the fees associated with processing the file. Files submitted for level 1 or 2 processing will also receive the updated file on the same media as originally submitted.

Detailed Statement

EAS Detail Statement includes the following information in column format:

Column 1 – Qual P, Q, S – Qualification status.

P=Pre-qualified. Addresses submitted were more than 90% and less than 110% of the number of possible deliveries.

Q=Qualified. Addresses matched were more than 90% and less than 110% of possible deliveries.

S=Seed Address. A seed address belonging to another CDS customer was found..

Column 2 – Addresses in these ZIP Codes were found in the file submitted

Column 3 – Address Group customer has requested qualification in.

City All	City residential and city business addresses
City Res	City residential only
City Bus	City Business only
PO Box	PO Box only (both city and residential addresses)
RR/HC	Rural Route and Highway Contract routes only (both city and residential addresses)

Column 4 – Percentage Submitted is the percentage of the number of addresses submitted by the customer compared to the number of possible deliveries in the ZIP Code and/or address group.

Column 5 – Percentage matched is the percentage of the addresses submitted matching the possible deliveries in the database.

Column 6 – Addresses submitted by the customer.

Column 7 – Addresses matched to the database.

Column 8 – Addresses Converted through LACS (Locatable Address Conversion System)

Column 9 – Non-Existent Addresses – Addresses found in customer file that do not match the database.

Column 10 – Missing Addresses – possible deliveries for the ZIP Code/address group not found in customer file.

Column 11 – Fee – The charge incurred in processing your file.

- If the ZIP Code/address group did not prequalify there is no charge.
- If the ZIP Code/address group prequalified for the 90-110 percentage but did not qualify at the address level, charges are for removal of each non-existent address only.
- If the ZIP Code/address group qualified, charges are issued for removal of each non-existent address and each missing address.

Column 12 – Possible Deliveries – The number of valid delivery points in the database for this ZIP Code/address group.

Not Found File

Not Found files will be returned for ZIP Codes not qualifying for CDS. No information is returned for ZIP Codes that qualify for CDS. Not Found files will be maintained for 60 days at the NCSC following file processing.

Invoice

An invoice will also be included. Payment is due thirty days from the date of invoice, regardless of qualification results.

FEES AND PAYMENT

The processing fee for Address Sequence Service is \$.30 for each card or address removed because of an incorrect or undeliverable address and \$.30 for each card or address inserted for missing or new addresses. (DMM R900.2.0).

Payment is due thirty days from the date of the invoice, regardless of qualification results. Additional files will not be accepted for processing when a customer is delinquent in making payment. ZIP Codes qualified for CDS will not be released for CDS fulfillment until payment is received for Electronic Address Sequencing (EAS). Failure to pay for Electronic Address Sequencing (EAS) services may result in the suspension of all CDS fulfillment. Suspension of CDS will require re-qualification (see CDS Users Guide).

CDS QUALIFICATION WEBSITE

All requests for electronic DMM A920.4.0 processing will be posted on a password secured Web site for 90 days. The company name, contact name, mailing address, address groups requested and ZIP Code requested for sequencing will be listed. Access to this site is available to CDS customers only. CDS customers will be issued a password for access upon request.

SEED ADDRESSES

In order to provide security for list owners and to help prevent fraudulent use of rented or leased address files, a seed address process has been implemented. CDS customers who rent or lease their address file are provided with a seed address for each ZIP Code and address group for which they are CDS qualified. These seed addresses should be included in address files whenever the list is rented or leased to help prevent address files from being used for qualification by another party. Seed addresses should be removed from the customer's address file when it is sold to another party, or when used by the owner for mailing.

Mailers renting or leasing addresses from list brokers should make certain of the rules regarding their use of the addresses. It is in the best interest of the company or individual renting, leasing or purchasing the list to have the agreement for the use of the list in writing.

If a seed address is identified in the qualification process, the owner of the seed address will be contacted. If the seed owner believes the list was obtained or is being used fraudulently, the owner may request the release of the qualification for the ZIP Code(s) in question be held. ZIP Codes under investigation for the presence of seed addresses can not be re-processed until the final determination is made on the original matter. The seed owner must provide documentation substantiating the owner's claim within 10 business days.

Seed address owners must provide documentation that includes:

- Dated invoice with the name of the company renting/leasing/selling the list and the name of the receiving company.
- The Invoice must include a breakdown of the ZIP Codes and counts for each ZIP Code included in the invoiced amount.
- A copy of the agreement stating that the use of the list is for rental only and not for purchase, and may not be used for any other purpose, such as CDS qualification.
- If the seed owner is releasing the ZIP Codes, the owner must provide a written notice of their agreement to release. The notice should include the ZIP Codes being release and the name, title, phone number and signature of the individual authorizing the release. This notice may be faxed or emailed to the EAS Department.

Customer with seeds appearing in a submission must provide documentation that includes:

- Dated invoice with the name of the company renting/leasing/selling the list and the name of the receiving company.
- The Invoice or Packing List must include a breakdown of the ZIP Codes and counts for each ZIP Code included in the invoiced amount.
- A copy of the agreement stating that the list was purchased and may be used for any purpose, such as CDS qualification.

If the seed owner can substantiate that the list was rented or leased without approval for the purpose of CDS qualification, the customer submitting the list will be disqualified in the ZIP Codes containing seed addresses.

If disqualified, the customer submitting the list has the right to appeal the disqualification. Should the customer wish to appeal our decision, it will be necessary to submit in writing a detailed explanation describing how this error occurred within 30 days of disqualification.

If the seed owner can not substantiate the list was rented or leased without approval for the purpose of CDS qualification, the customer submitting the list will be qualified in the ZIP Codes containing seed addresses.

The appropriate USPS District Address Management Systems (AMS) Office will be notified when a customer has been disqualified due to the presence of a seed address. The District AMS Office will be responsible for notifying the delivery unit of the disqualification. The district or delivery unit, as well as the NCSC, will not accept the disqualified customer's ZIP Code for a subsequent processing for a period of one year.

Payment for EAS processing is due regardless of qualification results. Disqualification due to the presence of seed addresses does not cancel fees due for the processing of the disqualified Zip Code(s). Failure to pay for EAS processing may result in the cancellation of the customer's CDS subscription and/or collection efforts.

**ELECTRONIC ADDRESS SEQUENCING
CUSTOMER INPUT FILE FORMAT ‡**

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU		CONTENT NOTES
1	FILLER	01	01	01	BLANK
2	ZIP CODE	05	02	06	
3	CARRIER ID	04	07	10	
4	FILLER	07	11	17	BLANK
5	PRIMARY NUMBER	10	18	27	
6	PRE DIRECTIONAL	02	28	29	
7	STREET NAME	28	30	57	
8	STREET SUFFIX	04	58	61	
9	STREET POST DIRECTIONAL	02	62	63	
10	SECONDARY UNIT DESIGNATORS	04	64	67	
11	SECONDARY UNIT NUMBER	08	68	75	
12	FILLER	14	76	89	BLANK
13	URBANIZATION LOCALE KEY†	06	90	95	
14	FILLER	06	96	101	BLANK
15	CUSTOMER KEY*	05	102	106	

‡ The file must end in a .txt extension

† Puerto Rico only

* This position can be used to contain any alpha or numeric characters you wish to assign to identify the address record. It may also be left blank.

All information should be left justified within the field. Any bytes not used in the field must be left blank.

**ELECTRONIC ADDRESS SEQUENCING
“NOT FOUND” FILE FORMAT ‡**

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
1	FILLER	01	01-01	BLANK
2	ZIP CODE	05	02-06	
3	CARRIER ID	04	07-10	
4	FILLER	07	11-17	(See Codes)
5	PRIMARY NUMBER	10	18-27	
6	PRE DIRECTIONAL	02	28-29	
7	STREET NAME	28	30-57	
8	STREET SUFFIX	04	58-61	
9	STREET POST DIRECTIONAL	02	62-63	
10	SECONDARY UNIT DESIGNATORS	04	64-67	
11	SECONDARY UNIT NUMBER	08	68-75	
12	FILLER	14	76-89	BLANK
13	URBANIZATION LOCALE KEY†	06	90-95	
14	FILLER	06	96-106	BLANK

‡ The file is returned as an ASCII fixed length format

* Analysis Codes

† Puerto Rico only

The “Not Found” file can consist of non-valid addresses, duplicate addresses, or addresses not within the address grouping specified.

Analysis Codes Found in the Not Found File

UNKQL	Addresses that do not match to the DSF file and have no carrier route ID.
BLANK	Blank records found in the file that could not be used.
BADZP	Addresses with non-numeric ZIP Codes that could not be used.
DEFLT	1. Highrise addresses with missing or invalid secondary information 2. Rural route addresses with missing or invalid box number.
XSTAT	Addresses that are physical locations/addresses but to which the Postal Service™ does not deliver mail.
NODEL	Address elements are correct and the primary number is in range but is not a delivery point.
ENGNO	Address could not be matched to the ZIP + 4 file or the DSF file.
ENGYS	Address matched ZIP + 4 file but not DSF file. Generally indicates a bad primary number.
ENGSN	Address matched ZIP + 4 file but not DSF file due to the presence of unneeded secondary information.

Forms

Delivery Unit Summary – June 2003

Computerized Delivery Sequence (CDS) Web Access Request Form – January 2002



DELIVERY UNIT SUMMARY

To request *Domestic Mail Manual* (DMM) A920 Service, please complete this form IN ITS ENTIRETY, sign and mail it and your electronic address file or address cards to the appropriate address shown on the back.

Customer Information:

5-Digit ZIP Code(s) Submitted:	Submitting: <input type="checkbox"/> Cards <input type="checkbox"/> Address File	No. of Boxes/Containers/Files Submitted:	Date Submitted:
Address Groups: <input type="checkbox"/> City Residential <input type="checkbox"/> City Business <input type="checkbox"/> City Residential/Business <input type="checkbox"/> Rural <input type="checkbox"/> PO Box <input type="checkbox"/> All			
Are you a current Computerized Delivery Sequence (CDS) Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your CDS customer number:			
Company Name:			
Primary Contact:		Secondary Contact:	
Mailing Address:			
City:		State:	ZIP+4®:
Billing Address (if different from mailing address):			
City:		State:	ZIP+4:
Primary Contact Phone Number: ()	Primary Contact Fax Number: ()	Primary Contact Email Address:	
Secondary Contact Phone Number: ()	Secondary Contact Fax Number: ()	Secondary Contact Email Address:	

If qualified, do you wish to receive Electronic CDS files? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how often:</i> <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-monthly <i>If yes, billing option:</i> <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Annually Do you rent/lease your lists? <input type="checkbox"/> Yes <input type="checkbox"/> No	CDS Medium Selection (If qualified, select one)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3480 Cartridge	CD-ROM	Email (Print)	HTTPS
	Density:	38K BPI	—	—
Label Option:	NL	NL	—	—
Character Set:	EBCDIC	ASCII	—	—
FileName:				

Level Of Service Requested: (select one)

<input type="checkbox"/> Sequencing of Addresses (A920.2.0) <input type="checkbox"/> Sequencing of Addresses, plus identify location of missing addresses (A920.3.0) <input type="checkbox"/> Sequencing of Addresses, plus adding missing or new addresses (A920.4.0) (Required for CDS qualification)
<p>Customer acknowledges, by his/her signature below, that the above named individuals are authorized to act on behalf of their company in matters regarding acquisition of sequencing information from the United States Postal Service®. Customer also acknowledges that he/she understands the terms and conditions outlined in the <i>Domestic Mail Manual</i> (DMM) Section A920, the Electronic Address Sequencing (EAS) Users Guide and in the Computerized Delivery Sequence (CDS) User Guide as they relate to qualification and acquisition of CDS files. Customer acknowledges that fees outlined in the DMM Section R900.20 for address sequence service and agrees to payment in full for all files processed. Customer acknowledges that all requests for processing will be identified on a USPS® password-secured website.</p> <p>_____ Name of Authorized Company Representative (please print)</p> <p>_____ Signature of Authorized Company Representative</p> <p>_____ Date</p>

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REQUIRED information on reverse:

[illegible]

Completed by USPS®		Internal USPS Use Only	
Total from Columns F & G		Schema Used:	
X	\$.30	Supervisor's Signature:	Date Signed:
Invoice Amount Due =		Date Cards/Files Received:	Date Cards/Files Returned:

<p>Mail Electronic Address Files to: CDS DEPARTMENT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001</p>	<p>Mail Payments for Electronic Address Files to: ACCOUNTS RECEIVABLE NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001</p>
<p>Mail Address Cards to: MANAGER ADDRESS MANAGEMENT SYSTEMS UNITED STATES POSTAL SERVICE <<street address>> <<city, state, ZIP+4>></p>	<p>Mail Payments for Address Cards to: MANAGER ADDRESS MANAGEMENT SYSTEMS UNITED STATES POSTAL SERVICE <<street address>> <<city, state, ZIP+4>></p>

Transmit **Electronic Files** to:
Web Address: www.ribs.usps.gov/files/ass/c/customers/assuser
Email: asscc@email.usps.gov (maximum email size: 3 meg)

COMPUTERIZED DELIVERY SEQUENCE (CDS) WEB ACCESS REQUEST FORM

To request access to CDS Web, please provide the information below, then send this completed form via USPS mail or fax to the address listed at the bottom of this form. Your e-mail address will be used to notify you of approved access. Access to this site is restricted to CDS customers only.

Please print clearly.

Requestor's Name:		CDS Customer Number:						
Job Title:		E-mail Address:						
Company Name:								
Address:								
City:		State:	ZIP+4 Code:					
Telephone Number: ()	Fax Number: ()							
Privacy Act Statement The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer access to data and or files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.								
I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service								
Requestor's Signature: _____		Date: _____						
If you have any questions regarding this CDS Web access request form, please contact CDS Web Technical Support at 877-640-0724 or e-mail us at encsc@email.usps.gov ; otherwise, forward this completed form by mail or fax to: CDS WEB NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 FAX: 901-821-6252		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e0e0e0; padding: 5px;">Address Management/NCSC Use Only</th> </tr> <tr> <td style="padding: 5px;">ID Assigned:</td> </tr> <tr> <td style="padding: 5px;">Date Customer E-mailed:</td> </tr> <tr> <td style="padding: 5px;">NCSC Initials:</td> </tr> <tr> <td style="padding: 5px;">Comments:</td> </tr> </table>		Address Management/NCSC Use Only	ID Assigned:	Date Customer E-mailed:	NCSC Initials:	Comments:
Address Management/NCSC Use Only								
ID Assigned:								
Date Customer E-mailed:								
NCSC Initials:								
Comments:								

CDS002 January 2002

